

New User Request: Org Type 6

DPOS Connect User Guide

V 1.0

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COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

What is a private occupational school?

A. A private occupational school is any entity (individual, business, institution or organization) or sometimes referred to as a “proprietary school” that charges tuition for postsecondary education and training, which offers educational services or credentials that constitute occupational education in this state and which are not specifically exempt.

Q. What is “Occupational Education”?

Any education or training designed to facilitate the vocational, technical or occupational development of individual persons which is conducted as part of a program of training, instruction or study designed to fit individuals for gainful employment as semiskilled or skilled workers or technicians in recognized occupations requiring less than a four-year baccalaureate degree.

To Request a School User ID

Step One: Website

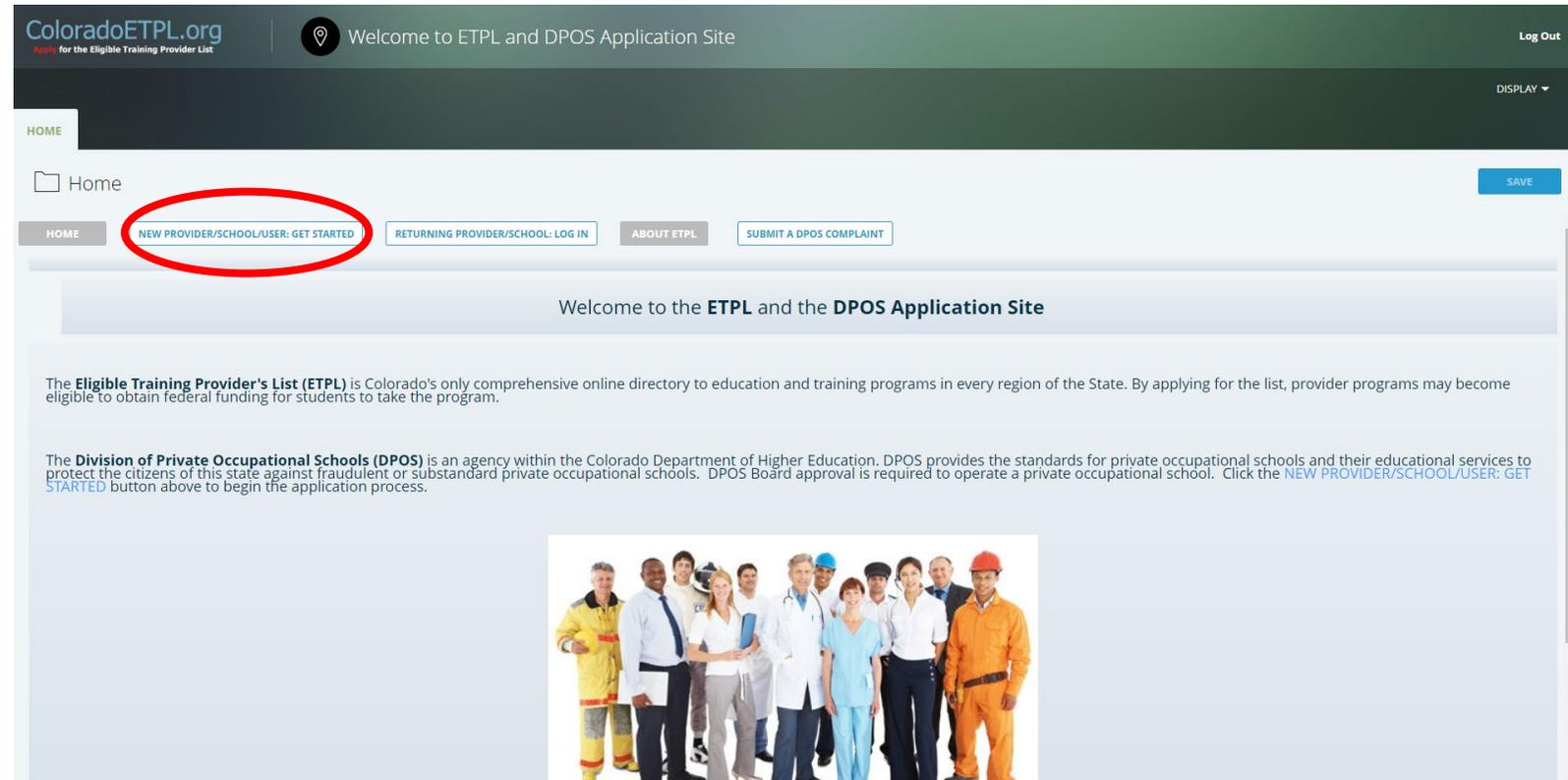
Go to www.ColoradoETPL.org

Step Two: Request Username

To request a username for DPOS

Connect, click **New**

Provider/School/User: Get Started.



The screenshot shows the ColoradoETPL.org website. The header includes the logo "ColoradoETPL.org" and the text "Welcome to ETPL and DPOS Application Site". A navigation menu contains buttons for "HOME", "NEW PROVIDER/SCHOOL/USER: GET STARTED" (circled in red), "RETURNING PROVIDER/SCHOOL: LOG IN", "ABOUT ETPL", and "SUBMIT A DPOS COMPLAINT". Below the navigation, there is a welcome message and two paragraphs of text describing the ETPL and DPOS. At the bottom, there is a group photo of diverse professionals in various work settings.

Select Provider Organization Type

Step Three: Org Type

If you are requesting to be a Private Occupational School, select **06-Private Occupational School**.

Step Four: Search

Click **Search**.

Step Five: Search Results

Scroll to the bottom of the search results table and click **Continue (My Organization is not on the List)**.

The screenshot shows a web interface for finding an organization. At the top, there is a 'HOME' link and a 'New Search' button. Below this is a section titled 'Find Your Organization' with instructions: 'Select your Org Type and/or enter part of your organization's name in the Provider Name box below. Click the Search button.' The 'Provider Org Type*' section contains a list of 17 options, each with a checkbox. Option 06, '06-Private Occupational School', is highlighted with a purple arrow labeled 'Step Three'. Below the list is a 'Provider Name' input field. A yellow 'SEARCH' button is located below the input field, with a purple arrow labeled 'Step Four' pointing to it. Below the search button is a 'CANCEL FORM' button. The search results section shows a table with four rows, each containing a checkbox, the organization name, and the selected org type. The first row is 'The Skincare Academy' with org type '6-Private Occupational School'. The next three rows are 'Truck Driving School 1', 'Truck Driving School 2', and 'Truck Driving School 3', all with org type '6-Private Occupational School'. A yellow 'SHOW AUTHORIZED USERS' button is below the table. At the bottom of the table is a red button labeled 'CONTINUE (MY ORGANIZATION IS NOT ON THE LIST)', with a purple arrow labeled 'Step Five' pointing to it. A 'CANCEL FORM' button is also present at the bottom.

Create User Account

Step Six: Contact Information

Enter contact information. The contact e-mail will become the username for the school's account.

Step Seven: Create a New User

Check **No** for the answer to the question *Are you already a user in the database?* Click **Save & Preview Username**. Verify that the contact e-mail is spelled correctly as this will become the username to login to DPOS Connect.

Step Eight: Additional Campus

Check **No** for adding an additional campus under common ownership if this is an application for one single institution. If you are adding an additional campus under common ownership, check **Yes** and select the other campuses this school will be linked from the dropdown menu.

The screenshot shows the 'Enter Your Contact Information' form. At the top, there is a header with the 'intellect' logo and a welcome message: 'Welcome to the Eligible Training Provider Application Site'. Below the header, there is a navigation bar with a 'HOME' link and a checkbox for 'Enter Org Info & User Account'. A yellow button labeled 'CANCEL, RETURN HOME' is visible. The main form area has a blue header 'Enter Your Contact Information'. It contains three input fields for 'Contact First Name*', 'Contact Last Name*', and 'Contact Phone Number*'. Below these is a 'Contact E-mail (Username)*' field. A question 'Are you already a user in the database?*' has radio buttons for 'No' (selected) and 'Yes'. A yellow button 'SAVE & PREVIEW USERNAME' is circled in red. A yellow alert box at the bottom of the form reads: 'ALERT: Your Contact E-mail will be your username. Make sure it is entered correctly!'. A purple arrow labeled 'Step Six' points to the 'Contact E-mail (Username)*' field. Another purple arrow labeled 'Step Seven' points to the 'SAVE & PREVIEW USERNAME' button.

The screenshot shows the 'DPOS Setup' form. It has a blue header 'DPOS Setup'. Below the header, there is a question 'Are you adding an additional campus under a common ownership?*' with radio buttons for 'No' (selected) and 'Yes'. A purple arrow labeled 'Step Eight' points to the 'No' radio button.

Enter Organization Information

Step Nine: Enter Organization Contact Info

Enter the name and phone number of the organization. To add the school's website, click **Edit Hyperlink**. In the **Programs Offered** field, enter a general description of the programs offered.

Step Ten: Date Opened/State Type

Click the calendar icon to select the date the business organization registered with the Secretary of State. Choose the location of the school - either **In State** (Colorado) or **Out of State**.

Step Eleven: Location Address

Enter the address for location of the school.

Step Twelve: Main Location Name

Enter the main location name as it should appear on the website for consumers. If this is an application for another campus – add the city to the school name. Click **Submit** to send request to DPOS for approval.

The screenshot shows a web form titled "Enter Organization's Information". It contains several input fields and buttons. A red circle highlights the "SUBMIT" button at the bottom left. Purple arrows point to specific fields: "Step Nine" points to the "Programs Offered, General Description*" text area; "Step Ten" points to the "Organization Opened On Date" calendar icon and the "DPOS State Type*" radio buttons; "Step Eleven" points to the "State*" dropdown menu; and "Step Twelve" points to the "Main Location Name (feel free to modify the name below)*" text field. Below the main form is a section titled "Main Location" with fields for "Address1*", "Address2", "City*", "State*" (set to "CO"), and "Zip Code*", along with a yellow button "CLICK TO POPULATE LOCATION NAME". At the bottom of the "Main Location" section are two text fields: "Main Location Name (feel free to modify the name below)*" and "Consumer Website Location Name". At the very bottom of the page are two buttons: "SUBMIT" (circled in red) and "CANCEL, RETURN HOME".

Create Password

Step Thirteen: Check your email account

If the request is approved by DPOS, an email will be sent alerting the user the request was approved. A second email will be sent to the user with the login credentials and a link to create a password for the username.

